

## EZ DIRECT CASH LETTER FORM INSTRUCTIONS

The *EZ Direct Cash Letter Form* is a fillable form containing several fields. Each field, with the exception of the optional Address Line 2 field, **MUST** be completed. Once each field is completed, the user is given the option to “Continue” the form in order to create a printable version with all of the information encoded in a new-style (2D) barcode. Please follow the instructions below carefully. It is very important that this form is filled out online for each cash letter, so that the 2D barcode is created correctly. Please **DO NOT** print the form until you see the 2D barcode at the top left corner of the page.

You have the option to save your bank’s information by checking the “Remember Me” feature to the right of the address fields. If the Remember Me feature is activated, each time you visit the cash letter page, the saved information will be automatically pre-filled. The Remember Me feature will save and pre-fill the following fields during future cash letter sessions:

- Bank ABA
- Bank Name
- Bank Address (all associated fields)
- Bank Contact

If you no longer wish to use this feature, simply uncheck the Remember Me feature and complete your cash letter as described below. Your information will not be saved or pre-filled.

If you have questions about EZ Direct procedures, please call 800-245-2804 and select Menu Option 4, then Option 4.

**NOTE: In order for the form to display properly, please make sure you are using INTERNET EXPLORER 7.0 or higher with JavaScript enabled.**

*If you’re filling out a cash letter for the first time or without using the Remember Me feature, begin at step 1; otherwise, proceed directly to step 9:*

1. Enter the date in the **CL (cash letter) Date** field.

**Note:** The **CL Date** field will pre-populate with the current date. The user has the option to change the date to another valid date, but it must be in the correct format of numeric month, numeric date and a 4-digit year, with each date component separated by a slash.

*Example: March 12, 2010 can be entered as 3/12/2010 or 3/12/2010.*

2. Enter your financial institution’s routing number in the **Bank ABA#** field.

**Note:** The routing number must be entered as a numeric value without any other characters. If the number is entered incorrectly, a warning dialog will be displayed to the user.

3. Enter the name of your financial institution in the **Bank Name** field.

**Note:** The cash letter will be rejected if no name is entered.

4. Enter your financial institution’s street address or P.O. Box address in the **Address** field.

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**Note:** Any additional address information, such as suite, etc., can be entered in the **Address 2** field. This field is optional. The **Address** field cannot be left blank. If the **Address** field is left blank, the cash letter cannot be submitted.

5. Enter the city name in the **City** field.
6. Select your **State** from the drop-down menu.
7. Enter a valid **Zip Code** (5 or 9 digits).

**Note:** Only numeric characters are allowed in this field.

8. Enter a **Contact Phone** number (and extension, if applicable), so we can reach you in case there are any issues with your submission.
9. Enter the total number of bundles included in the cash letter in the **Bundle Count** field. Each bundle will have no more than 300 items.

**Note:** Bundle Count must be greater than 0, but not more than 40. The bundle count quantity determines the number of bundle amount fields that will be displayed. If you have more than 40 bundles you must make a separate cash letter.

*Example: When 5 is entered in the **Bundle Count** field, 5 bundle amount fields (Bundle Amt 1 through Bundle Amt 5) will appear.*

10. Enter the total number of bonds in the cash letter in the **Item Count** field.

**Note:** The item count CANNOT exceed 3,000 items. If you have more than 3,000 items you must make a separate cash letter.

11. Enter the **CL Total**.

**Note:** This total represents the total dollar amount of all the bundle values in the cash letter.

12. Enter each of the bundle dollar amounts in the fields provided.

**Note:** A running total of all the amounts added will be displayed in red next to the **CL Total**. In order to submit the cash letter, the final running total and the **CL Total** must match.

13. Select “**Clear Form**” if an error is made, and you wish to clear all of the fields.
14. Select “**Continue**” once all of the required fields are completed. This will take you to the next screen that has a printable version of the cash letter.

**Note:** The 2D barcode, in the upper left corner of the cash letter, contains all the information entered.

15. Verify that all of the information you entered is correct.


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16. Click on **“Return to CL Form”** in the upper right corner to make changes to any of the information.
17. Select **“Print Page”** to bring up the Print Dialog box once the cash letter has been verified.
18. Fold and attach the cash letter to the bundle(s) of savings bonds so that the name of the originating bank and 2D barcode are completely visible. Include an item level detail listing (such as machine tape) to facilitate reconciliation of an out-of-balance cash letter.
19. Select **“Return to CL Form”** to create additional cash letters once the cash letter is printed.
20. Select **“Help”** for assistance in completing your cash letter.
21. Select **“Close Window”** to exit the program.
22. Select **“FAQs”** for answers to some frequently asked questions.

### SAMPLE CASH LETTER

2D barcode

**EZ Direct Cash Letter Form**



CL Date: 10/6/2009 Bank ABA#: 123456789  
Bank Name: ABC Bank  
Address: 123 Street  
Address 2:  
City: Pittsburgh State: PA Zip Code: 15222  
Phone#: 800-000-0000 Ext.  
CL Total: 100.00 Bundle Count: 4 Item Count: 10

**Bundle Amounts:**

(1) 25.00 (2) 25.00 (3) 25.00 (4) 25.00